

10/22/09

Chairman Allmann called the meeting to order.

Flag Salute

Administrative Assistant read the following statement: "My name is Joan Haltigan, Administrative Assistant of the Jackson Township Municipal Utilities Authority. It is 5:30 p.m. and we will commence with the public portion of the regularly scheduled Public Meeting of October 22, 2009."

Chairman Allmann requested a roll call.

The October 22, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Borys, Clayton, Rickabaugh, Chairman Allmann, Alternate Member Garofano along with the Assistant Executive Director, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer, Jeff Staiger and Authority Counsel, William Hiering. Alternate Member Lundy was absent.

As Administrative Assistant I publicly announce that in compliance with the provisions of the "Open Public Meetings Act," adequate notice of the Public Meeting has been advertised in the manner prescribed by law, and that this statement would be entered in the minutes of this meeting.

1. Approval of the Minutes of the Open Session Public Meeting of September 24, 2009.

Mr. Borys made a motion to approve the minutes of the Open Session Public Meeting of September 24, 2009. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

With no one present from the public, Chairman Allmann closed the public portion of the meeting noting he would reopen is someone should arrive.

3. Review of Executive Director's Report
Engineering Committee Report
Public Relations Committee Report
Administrative Committee Report

Mr. Harpell discussed the following items from the Executive Director's report.

- Mr. Harpell discussed the resolution on the agenda this evening to award the evaluation of Sodium Hydroxide usage. The Authority has spent over \$200,000 this past year and the new plant will also be using Sodium Hydroxide. The Authority is looking to optimize the pH without causing any ancillary issues in the system and we hope to save quite a bit of money. Three (3) proposals were received and the Engineering Committee is recommending awarding this project to the low bidder, CMX, in an amount not to exceed \$4,900.00, Contract C9-95565. The bids ranged from 4,900.00 to \$21,750.00.

- The next item discussed was the replacement of Truck #14, a 1998 Dodge. Mr. Harpell stated that this vehicle recently developed mechanical problems. This vehicle was scheduled for replacement in 2010 and the Authority is proposing to replace it with a 2010 Jeep Grand Cherokee 4WD, State Contract A73847, at a cost of 19,154.00. It was noted the list price of this vehicle is approximately \$30,000. It was also noted; that the Authority is getting a much better return for the sale of surplus items online using GovDeals.
- Mr. Harpell noted that the theme for AEA's Annual Meeting is "Shrinking Dollars, Growing Needs". They will be talking about funding capital improvements in a recessionary environment, noting it is a very timely topic.
- Mr. Harpell discussed the recent news received from Riker Danzig regarding the Six Flags Great Adventure bankruptcy proceedings. The unsecured claims are not expected to be impacted and full payment of outstanding claims is very likely. There was no need to file an objection, which will also reduce the legal fees incurred.

Administrative Committee Report

Mr. Harpell stated that there was no Administrative Committee Meeting this month.

Public Relations Committee Report

Mr. Harpell stated that there was no Public Relations Committee Meeting this month.

Engineering Committee Report

The Engineering Committee met on Tuesday, October 20, 2009 and Mr. Quijano discussed two items this month for Board Approval.

Capital Projects - Action Items

- Cultural Resource Assessment for Legler Water Main Extension. This is required to get approval for the Application for Development from the NJ Pineland Commission. The Authority received two (2) bids and are recommending awarding to the low bidder, Richard Grubb & Associates, in an amount not exceed \$6,623.00. The other proposal was in the amount of \$17,200.00
- Repair of Crystal Brook Parking Lot. The Authority received three (3) quotes for the removal and repaving of the damaged parking lot due to a water main break on January 26th. The quotes ranged in price from \$16,573.45 to \$20,000.00. The Authority is recommending the contract award to Bil-Jim Construction, Inc. in the amount of \$16,573.45 for the repair plus \$775.00 to replace the line stripping. Chairman Allmann questioned when this project could be started and Mr. Harpell stated Bil-Jim would be starting right away. Notices will go out advising the Association that the parking lot will be closed for a day or so.

With no questions, Mr. Quijano concluded the Engineering Report.

DEVELOPER PROJECT

Mr. Jeff Staiger of Remington, Vernick & Vena Engineers stated there are six development applications for approval on the agenda this evening and one bond release. These applications are shown in blue on the map.

- Windsor Crescent, Blocks 6501, 6502, 6503 with Various Lots. The applicant, LaManna Housing Services Corporation is proposing to construct multifamily affordable housing development on the north side of Solar Avenue. The development will consist of 112 units in fourteen buildings and a 1,750 sq ft clubhouse. The applicant is applying for tentative water and sewer approval. The applicant proposes to connect to the existing water and sewer. We recommend this approval per our letter dated October 13, 2009 to the Board.
- Metedeconk National Golf Club Major Subdivision, Block 601, Lot 1. The applicant is proposing to construct a major subdivision consisting of seven (7) residential units on the eastern side of Cedar Swamp Road. The applicant is applying for tentative & final water approval at this time. The applicant proposes to install dry water mains. We recommend this approval in our letter dated October 13, 2009 to the Board.
- Jackson Center, Block 22301, Lots 1 & 2. The applicant 330 Whitesville Road, LLC is proposing to construct a 21,000 sq ft retail building on the south side of Whitesville Road, east of South Hope Chapel Road. The site contains a total of 2.12 acres. The applicant is applying for tentative and final approval at this time. The applicant proposes to connect to the existing water and sewer. We recommend tentative water & sewer approval per our letter dated October 13, 2009. Mr. Staiger noted that RVV has to make a modification to their letter with regards to the fee they would pay their pro-rated share of the water tower. Chairman Allmann explained to the Board that Engineering Committee discussed how developers serviced by the new water tower should be charged and it is recommended that existing connections not be charged but that new services be addressed. The Engineering Department will look to formalize this policy in November or December for the Board's consideration.
- Concord Village, Block 21801, Lots 1 & 1.01-1.46. The applicant, Concord Village Homeowners Association, is proposing to construct sanitary sewer improvements for an existing 46-unit subdivision located at the intersection of Whitesville Road and South Hope Chapel Road, eastern corner. The applicant is applying for final sewer approval at this time. The applicant proposes to connect to sewer that would replace the on site septic system. We recommend final sewer approval as per our October 13, 2009 letter to the Board.
- Liberty Commons Shopping Center, Block 21202, Lots 6.01 & 8. The applicant 528 LLC, is proposing to construct a shopping center consisting of two (2) 20,000 sq ft retail buildings and one (1) 4,202 Sq ft restaurant at the intersection of East Veterans Highway and North Hope Chapel Road, northeast corner. The applicant is applying for preliminary sewer and water at this time. The applicant proposes to connect to the existing sewer and water. We recommend preliminary water and sewer approval as per our October 13, 2009 letter to the Board.

- Larsen Duplex, Block 2301, Lot 23. The applicant, Larsen Group, is proposing to construct a 4,015 sq ft two-family duplex on the west side of Herman Road and East Commodore Blvd. The site contains a total of 3.05 acres. The applicant is applying for preliminary sewer and water at this time. The applicant proposes to connect water and sewer services on East on Commodore Blvd. We recommend preliminary sewer and water approval as per our October 13, 2009 letter to the Board.
- The final item on the agenda is the Water & Sewer System Performance Bond Release for Whitesville Road Phase 3 & 4 Water and Sewer Extension. We have found all items satisfactory and recommend approval as per our October 13, 2009 letter to the Board. Chairman Allmann mentioned that Bil-Jim is requesting a Bond Reduction for the Whitesville Regional Pump Station. Mr. Harpell stated that the reduction should be in November.

4. Assistant Executive Director's Report
 Finance Committee Report
 Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, October 19, 2009 discussing and recommending approval of items on the agenda this evening. The total dollars presented on the bill list was \$1,589,134.29. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$69,166.84 for Capital Projects;
2. NJEIT Project Fund in the amount of \$1,094,034.27 for NJEIT Projects;
3. Escrow Funds in the amount of \$24,308.02 for Developer Work;
4. Customer Deposit in the amount of \$200.00 for Deposit Refund;
5. Revenue General Fund in the amount of \$401,425.16 for Operating Expenses.

Mr. Diaz stated that the operating expenses of \$401,425.16 include \$200,000 for funding the payroll account.

- Mr. Diaz discussed the resolution on the agenda this month approving a five-year service agreement for the recently purchased phone system under Stated Contract A42285, JTMUA C9-94862 in the amount not to exceed \$13,438.20. Mr. Diaz stated that the system should be implemented next month. The Authority has been meeting with the company and reviewing all the details of the new system. It was noted this agreement will replace the existing one with Avaya and pricing is comparable.
- Mr. Diaz discussed the resolution on the agenda awarding the Supplemental Chemical Bid for Sodium Hypochlorite. This chemical is used for the treatment of both water and sewer and is purchased in bulk and 55 gallon drums. The Authority received three (3) bids and are recommending award to the 2 lowest bidders, Univar USA, Inc. JTMUA C9-00059 for 55-gallon drums in the amount of \$4,700.00 and Basic Chemical Solutions JTMUA C9-00067 for bulk, in the amount of \$19,080.00.
- Mr. Diaz stated that the Authority would like to add Harmony Bank to the list of financial institutions approved in August for investment purposes. It was noted that Harmony Bank offers very competitive rates. Mr. Diaz also noted that that Ocean First has increased their rate to a minimum of 1% for six months from .38%. Mr. Harpell stated that although the

rate change sounds insignificant, it can amount to approximately \$100,000 per year in additional revenue and that we appreciate all of Jim's efforts with these accounts.

- Mr. Diaz updated the Board on the recent Tax Lien Sale, which took place on October 9, 2009. The list consisted of 117 accounts totaling \$75,005.07. It was noted this is an increase from last year.
- Mr. Diaz discussed the 2010 Water/Sewer Operating Capital Budget. This evening the actual State Resolution was distributed. This is the first step in the approval process with the State, first the approval process then the adoption process. Mr. Diaz reviewed the Water Resolution, basically stated that the Authority is not generating enough revenues to meet our expenses so unrestricted net assets are being used to balance the water budget. It was noted that on the sewer end that is not the situation, there are enough revenues generated to support the budget. Chairman Allmann noted this is best long term for the Authority in order to keep the rates at reasonably low increases.

PERSONNEL

Mr. Diaz stated that the Personnel Committee met earlier this evening and there are no Action Items for discussion.

5. Consent Resolutions 2009-201 to 2009-208

- 2009-201 Resolution Ratifying Cash Management Report for September 2009.
- 2009-202 Resolution Granting Tentative Water & Sewer Approval to Jackson Center, Block 22301, Lots 1 & 2 (Formerly Block 54, Lot 2) on the Tax Map of the Township of Jackson.
- 2009-203 Resolution Granting Preliminary Sewer & Water Approval to Larsen Duplex, Block 2301, Lot 23 on the Tax Map of the Township of Jackson.
- 2009-204 Resolution Granting Preliminary Sewer & Water Approval to Liberty Commons Shopping Center, Block 21202, Lots 6.01 & 8 on the Tax Map of the Township of Jackson.
- 2009-205 Resolution Granting Tentative & Final Water Approval to Metedeconk National Golf Club Major Subdivision, Block 601, Lot 1 (f/k/a Block 147.01, Lots 1.01-1.05, 4 & 4.01) on the Tax Map of the Township of Jackson.
- 2009-206 Resolution Granting a Performance Bond Release for Whitesville Road Phase 3 Sanitary Sewer Force Main and Water Main Extension and Whitesville Road Phase 4 Sanitary Sewer Force Main Extension.
- 2009-207 Resolution Granting Tentative Sewer & Water Approval to Windsor Crescent, Blocks 6501, 6502, 6503 with Various Lots, on the Tax Map of the Township of Jackson.
- 2009-208 Resolution Granting Final Sewer Approval to Concord Village, Block 21801, Lots 1 & 1.01-1.46 on the Tax Map of the Township of Jackson.

Mr. Borys made a motion to approve Resolutions 2009-201 to 2009-208. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2009-209 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Blake made a motion to approve Resolution 2009-209. Mr. Borys seconded the motion and it was passed unanimously.

2009-210 Resolution Awarding Contract for the Repaving of Crystal Brook Parking Lot, Contract No. C9-00064 to Bil-Jim Construction Company, Inc., in the Amount of \$17,348.45.

Mrs. Clayton made a motion to approve Resolution 2009-210. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2009-211 Resolution Authorizing a Service Agreement with Avaya, Inc., Contract No. C9-94862 for a Term of Five (5) Years Pursuant to State Contract No. A42285 Attachment B, in an Amount Not to Exceed \$13,438.20.

Mrs. Clayton made a motion to approve Resolution 2009-211. Mrs. Blake seconded the motion and it was passed unanimously.

2009-212 Resolution Authorizing the Award for the Cultural Resource Assessment for Legler Water Main to Richard Grubb & Associates, Inc. in an Amount Not to Exceed \$6,623.00 Under Contract No. C9-93063

Mrs. Rickabaugh made a motion to approve Resolution 2009-212. Mr. Borys seconded the motion and it was passed unanimously.

2009-213 Resolution Authorizing the Award of Engineering Services for the Evaluation of Sodium Hydroxide Usage Contract No. C9-95565, to CMX in an Amount Not to Exceed \$4,900.00.

Mrs. Rickabaugh made a motion to approve Resolution 2009-213. Mr. Borys seconded the motion and it was passed unanimously.

2009-214 Resolution Authorizing the Purchase of One 2010 Jeep Grand Cherokee 4WD with Listed Options from Warnock Automotive Group Under State Contract No. A73847 (T-2007) Pursuant to Authority Contract C9-95666 for the Sum of \$19,154.00.

Mrs. Blake made a motion to approve Resolution 2009-214. Mr. Borys seconded the motion and it was passed unanimously.

2009-215 Resolution Awarding a Contract to Univar USA, Inc., Contract C9-00059, in the Amount of \$4,700.00 and to Basic Chemical Solutions, LLC, Contract C9-00067, in the Amount of \$19,080.00 for Sodium Hypochlorite Solution in Accordance with the Authority's Bid Specifications.

Mrs. Rickabaugh made a motion to approve Resolution 2009-215. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-216 Resolution Authorizing the Addition of Harmony Bank to the Designated List of Various Banks and Financial Institutions as Depositories for Utility Authority Investments.

Mrs. Rickabaugh made a motion to approve Resolution 2009-216. Mrs. Blake seconded the motion and it was passed unanimously.

2009-217 Resolution Authorizing the Approval of the 2010 JTMUA Sewer Operating Capital Budget - State Version.

Mrs. Blake made a motion to approve Resolution 2009-217. Mr. Borys seconded the motion and it was passed unanimously.

2009-218 Resolution Authorizing the Approval of the 2010 JTMUA Water Operating Capital Budget - State Version.

Mrs. Blake made a motion to approve Resolution 2009-218. Mr. Borys seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann declared the October 22, 2009 Public Meeting adjourned.

End of Minutes